



## Canyonville Academy – A College Preparatory High School

### Canyonville Academy Withdrawal Policy

We understand that the cost of a quality private school is substantial. At Canyonville Academy, we recognize that sometimes in life circumstances might arise that require a student to withdraw during the school year. Because payment for tuition is non-refundable, it would be in the best interest of parents/guardians to see some form of tuition relief should such a situation arise. Our accepted withdrawal reasons are below.

#### **Reasons for accepted withdrawals are as follows:**

**Medical reasons** – All services provided up to withdrawal will be charged including non-refundable fees such as registration fee. Tuition refund will be pro-rated.\*/\*\*

**Non-Medical reasons** – Tuition and fees are non-refundable

**Dismissal from School** – Tuition and fees are non-refundable

#### **Steps for a withdrawal:**

1. Read this policy letter and fill out the attached withdrawal checklist.
2. Meet with Financial Administrator for any outstanding balance and payment if needed. (can be on the phone).
3. Return all textbooks to the principal.
4. Return all library books to the principal.
5. Turn in the completed withdrawal form either in person or email it to [admissions@canyonville.net](mailto:admissions@canyonville.net) .

Once all steps are completed, refund will be sent within 10 working days of receipt of the signed withdrawal form .

\*Medical withdrawals must be accompanied by documentation from a licensed independent practitioner of healthcare recommending that the student be allowed to withdraw for medical reasons.

\*\*Purchased medical insurance handled through the Academy will be cancelled and any balance left will be refunded.



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## Withdrawal Form

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date Enrolled \_\_\_/\_\_\_/\_\_\_ Date Withdrawn \_\_\_/\_\_\_/\_\_\_

Checked out by :

\_\_\_ Secretary

\_\_\_ Librarian - Books Returned

\_\_\_ Coach - Volleyball\_\_\_ Cross Country\_\_\_ Basketball\_\_\_ Track\_\_\_

\_\_\_ Business Manager

\_\_\_ Dean (dorm students)

\_\_\_ Room check complete: \_\_\_ Acceptable \_\_\_ Unacceptable

Books Returned \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Chief Executive Officer

Additional comments: \_\_\_\_\_